

February 26, 2001

Memorandum

TO: Division Superintendents
Local Administrators for Career and Technical Education

FROM: Neils W. Brooks, Ed.D., Director
Office of Career and Technical Education Services

SUBJECT: 2001-2002 Grant Opportunities for State Financial Assistance for
Industry-Based Certification Training for Teachers

The Department of Education, Office of Career and Technical Education Services, is pleased to announce the availability of matching state funds for teachers to receive training for industry-based certification that will allow for student instruction that results in industry-based certification. School divisions are required to fund 50 percent of the costs of the training program and the state will fund 50 percent of the costs of the training program. The intent is for the funds to be available for a multi-year initiative. This is the fifth round of industry-based certification training grants to be awarded, and this grant is for the period of July 1, 2001 – June 30, 2002. **Grant applications are due in the state office by May 15, 2001.**

Because of limited funds, careful consideration will be given to the training of teachers in certification programs that will have the most immediate economic benefit for or impact on students and localities. Therefore, the number of students enrolled in the programs that will be taught by the instructors receiving certification training will be a major criterion. **When applying, please consider programs for the entire next year.**

There are a variety of certification programs available today. Examples of the types of programs that will be approved are identified on the attached list. In fact, the opportunities for students are growing each day. Certification in areas of industry-based technology skills will be given priority so that Virginia can meet the high technology needs of current and new businesses.

Other industry, trade, or professional association certifications not listed on the attached list will be considered. **Please note that all certification programs that will be funded must meet the following criteria:**

1. the certification examination must be in a career and technical education field that confers a certification from a recognized industry, or trade, or professional association;
2. the certification examination must be standardized and graded independently of the school or school division in which the student is enrolled;
3. the certification examination must be knowledge based;
4. the certification examination must be administered on a multi-state or international basis; and
5. the course of study for which the student receives a certification must be designed to prepare the student for an occupation or occupational area.

Documentation must be provided that addresses each of the above criteria for requests for certification not in the attached list. If you have questions concerning certification, please contact Neils Brooks at 804/225-2847, Email, nbrooks@pen.k12.va.us. For questions concerning the application, please contact Bob Almond at 804/225-3349, Email, ralmond@pen.k12.va.us.

NWB/sgj

Attachments: List of Certification Programs
Grant Application
Application Criteria
Reimbursement Form

Criteria for Application

- A 100% match of state funds is required (may use local or Perkins monies).
- Funding will be provided to local school divisions **only** for staff training for certification programs to be implemented in a public secondary school in Virginia.
- The training must be for industry-based certification that will allow for student instruction that results in industry-based certification.
- Training must be obtained during the school year the funds were received.
- Documentation describing the type of training, the cost of training, and the registration of faculty must be attached to the application.
- Teachers who obtain the training must provide the certification instruction in a Virginia school division for at least one year following the training received or agree to reimburse the money spent for training (exceptions will be considered under certain circumstances).
- Only applications completed in full will be considered.
- Applications that meet all other criteria will be rated on a first-come, first-serve basis.

Procedure for Application

- Complete the application and submit by 4:00 p.m. May 15, 2001.
- Submit the application to: Dr. Neils W. Brooks, Director
Office of Career and Technical Education Services
Virginia Department of Education
P.O. Box 2120
Richmond, Virginia 23218-2120

Questions regarding this application may be directed to Dr. Neils W. Brooks at 804-225-2847 or email nbrooks@pen.k12.va.us. Questions about specific industry-based certification(s) should be addressed to individual program area specialist and fiscal questions addressed to Bob Almond at 804-225-3349 or email ralmond@pen.k12.va.us.

Commonwealth of Virginia
Virginia Department of Education
Office of Career and Technical Education Services
P. O. Box 2120
Richmond, Virginia 23218-2120

APPLICATION FOR INDUSTRY-BASED CERTIFICATION TRAINING FOR TEACHERS

DUE: May 15, 2001 BY 4:00 P.M.

Grantee's Name (School Division): _____

Address: _____

Training Timeframe: July 1, 2001 – June 30, 2002

Name of certification that the instructor(s) will receive:

Name of career and technical education programs in which the instructor will provide industry-based certification/training:

School Division's Composite Index: _____ Number of students enrolled in program: _____

Name(s) of teacher(s) to receive training: _____

Initials of teacher(s) to indicate teacher's awareness of commitment to teach in school division at least one year following the certification training:

Grant amount requested \$ _____

Amount contributed by applicant (Local School Division) \$ _____

(Must match grant amount requested)

Check appropriate source of funding ☐ Local monies
☐ Perkins monies

Amount contributed by local community/business \$ _____

(Can be used in whole or part to meet match requirement)

Total Projected Budget \$ _____

Project Director's Name: _____

Title: _____

Address: _____

Phone: _____ Fax: _____ email: _____

Typed Name of Career & Technical Education Administrator

Signature of Career & Technical Education Administrator

Typed Name of Fiscal Officer

Signature of Fiscal Officer

Typed Name of Superintendent

Signature of Superintendent

VIRGINIA DEPARTMENT OF EDUCATION
Office of Career and Technical Education Services
P. O. Box 2120
Richmond, Virginia 23218-2120

REQUEST FOR REIMBURSEMENT

INDUSTRY-BASED CERTIFICATION GRANT

Grantee Name (School Division) _____ hereby claims reimbursement
for disbursements made during the period of _____ to _____
(Date) (Date)

under the provisions of the criteria set forth by the Virginia Department of Education for teacher industry-based certification training and the approved local school division application. This is to certify that the expenditures listed in this reimbursement have been paid in accordance with state policies and/or regulations of the Department of Education.

Total amount of grant award: \$ _____
Total amount spent: \$ _____
Less LEA share (50%) of amount spent: \$ _____
State share (50%) of amount spent: \$ _____

Reimbursement Prepared by _____ Telephone # _____

Date _____ Signature _____
Superintendent or Designee

Date _____ Signature _____
Career & Technical Education Director

DO NOT WRITE BELOW THIS LINE

APPROVED FOR PAYMENT

Payee No. _____ Program Code **171-03-20**
Amount \$ _____ Project/Cost Code **60630/690**

Date Robert A. Almond